

TABLE OF CONTENTS

Introduction	1
Objective	
Contributory Plans	
Supplemental Plan	2
Fire Protection and Services	2
Fire Station	2
Fire Alarm	2
Minimum Distance for First Use One Way and Access Corridor	2
Water Supply	2
Light Clearance	2
Safety Element and	
Minimum Distance for First Use One Way and Access Corridor	2
Water Supply	2
Light Clearance	2
Appendix 1 - Basic Plan Diagram	10
Appendix 2 - General Airspace Plan	10
Appendix 3 - Northgate Plan	10

[Burbank Planning Dept.]

SAFETY ELEMENT

INSTITUTE OF GOVERNMENTAL
STUDIES LIBRARY

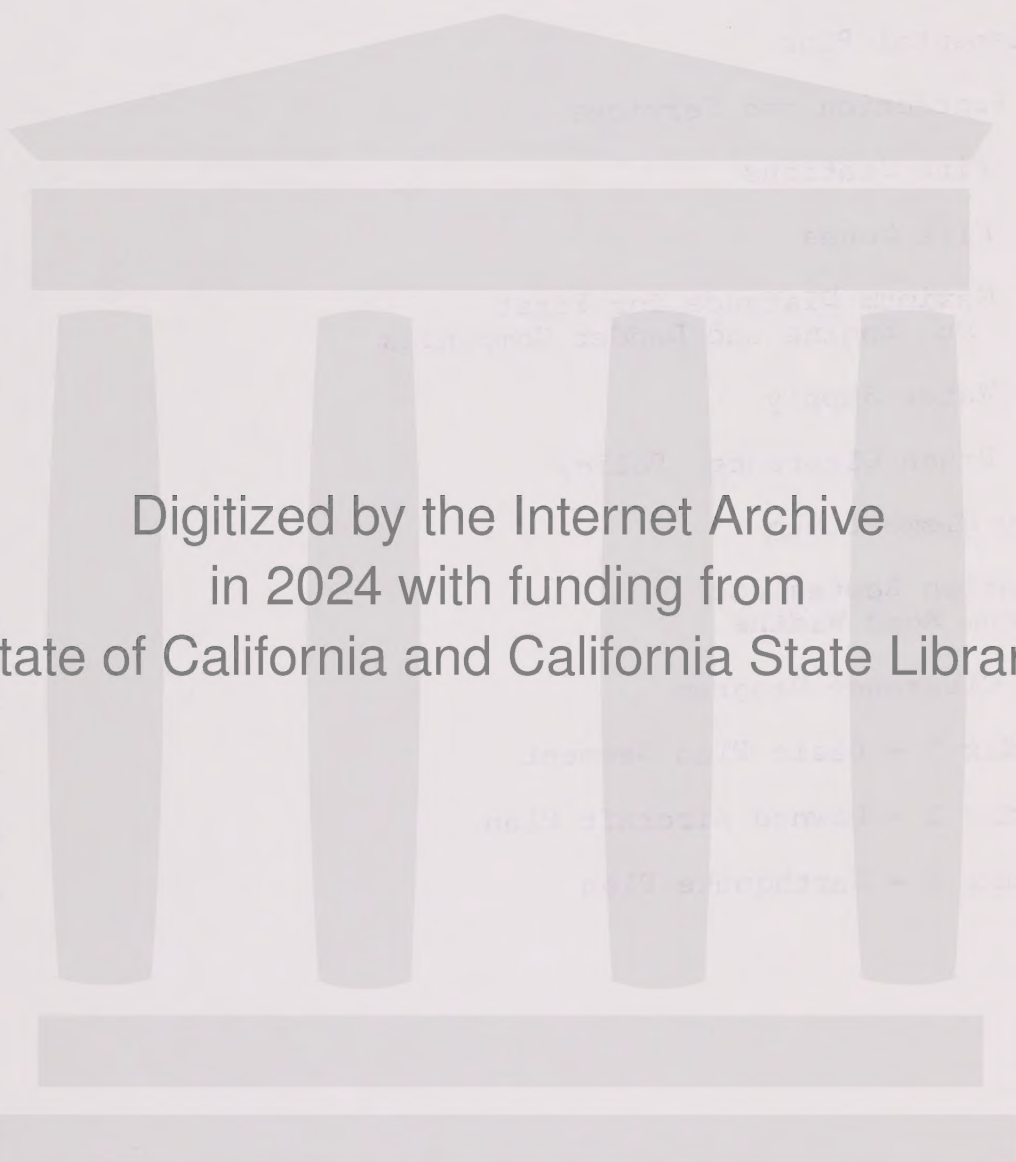
FEB 19 1987

UNIVERSITY OF CALIFORNIA

TABLE OF CONTENTS

	<u>Page</u>
Introduction	1
Objective	
Contingency Plan	
Supplemental Plan	2
Fire Protection and Services	4
Fire Stations	4
Fire Zones	6
Maximum Distance for First Due Engine and Ladder Companies	7
Water Supply	7
Brush Clearance Policy	8
Safety Element Map	9
Evacuation Routes and Minimum Road Widths	10
Brush Clearance Diagram	11
Appendix 1 - Basic Plan Segment	14
Appendix 2 - Downed Aircraft Plan	36
Appendix 3 - Earthquake Plan	46

Adopted on December 19, 1972 by Council Resolution No. 16,280



Digitized by the Internet Archive
in 2024 with funding from
State of California and California State Library

<https://archive.org/details/C124881855>

SAFETY ELEMENT

I. Introduction

The purpose of the Safety Element of the General Plan is to provide for the protection of the Community from fires, downed aircraft, and geologic hazards of both seismic and non-seismically induced natures.

II. Objective

The objective of the element is to set forth those criteria necessary for such protection as disaster contingency plans, evacuation routes, peak load water supply requirements, minimum road widths, clearances around structures, and geologic mapping in areas of known geologic hazards.

III. Contingency Plans

The Emergency Operations Plan of the City of Burbank provides for the protection of life and property, and the alleviation of suffering and hardship caused by both natural and man-caused disasters. Such disasters can occur in many forms and in unexpected places at unexpected times, and can be the result of such natural phenomena as fires, floods, and earthquakes, or can be related to an airplane crash or even an act of war.

The Emergency Operations Plan, and the Legislation upon which it is based, provide for the employment of public and private resources as necessary to cope with the severe and abnormal conditions which arise in serious emergencies. All City employees are members of the Civil Defense and Disaster Organization in those cases where it relates to municipal services. The use of certain non-governmental resources and volunteer workers is also an essential part of the plan.

The Basic Plan segment of the overall Emergency Operations Plan is appended hereto for general information purposes (see Appendix 1). Those references in the Basic Plan pertaining to specific appendices and annexes refer to the overall plan, copies of which are available for public viewing at the main library and in the City Clerk's office.

IV. Supplemental Plans

A. Downed Aircraft Plan

The Downed Aircraft Plan is designed to be a very flexible part of the overall Emergency Operations Plan. Because of the many varied situations involved in such a disaster, a stereotype method of operation cannot be considered as the general rule, but would probably be the exception.

Other problems of responsibility stem from the private ownership of the Hollywood-Burbank airport. In any instance, the saving of lives is the primary function and all efforts should be channeled towards that goal. In addition there will be major differences involving the circumstances of any anticipated aircraft disasters. Such circumstances would be influenced by the following factors:

1. An aircraft disaster totally within the airport confines.
2. ...totally within the Burbank City limits.
3. ...partially within the City of Burbank and partially in other adjacent jurisdictions.
4. An accident involving an aircraft carrying radioactive material.

5. An accident involving a military aircraft, with and without explosives on board.

Each of the above factors should be considered under the existing circumstances, and available resources should be used accordingly.

The Downed Aircraft Plan is appended hereto for information purposes (see Appendix 2).

B. Earthquake Plan

The purpose of the Earthquake Plan is to insure that loss of life, injuries, and destruction of property, due to the effects of a major earthquake, are held to a minimum through adequate planning, training, and the implementation of necessary programs as are necessary. The Earthquake Plan, in conjunction with the Seismic Safety Element of the General Plan is designed to save lives, protect and assist the public, preserve property, and facilitate recovery from the after-effects of earthquakes or other seismically induced phenomena.

The Earthquake Plan is appended hereto for information purposes (see Appendix 3).

C. Recommendations

1. The Earthquake Plan should be amended and expanded to include provisions for actions to be taken in the event of disasters caused by geologic processes other than those of a seismically induced nature.

2. In addition to the recommendations concerning delineation of seismic hazards set forth in the Seismic Safety Element, it is recommended that such geologic mapping be expanded to set forth areas in which potential geologic hazards as mudslides, landslides, and slope stability would pose a threat to any areas of the city.
3. Such geologic hazards should be taken into consideration in all policy matters concerning land use regulations and the issuance of building permits.

V. Fire Protection and Services

A. Fire Stations

The City is well served by existing stations. This is reflected in its fire rating of 3. Ratings are established by a private group, the American Insurance Association, who determine the capacity and efficiency of community fire protection and assign a rating from 1 for the best to 10 for the worst. A low rating for a city is reflected in reduced insurance rates for property owners. Insurance companies set their fire premiums for the various areas according to these ratings. There are presently six fire stations serving the 17.1 square mile area of Burbank.

Site 1 located on Olive Avenue between Glenoaks Boulevard and Third Street. This station is located to give protection to the City Center and that part of the City lying east of Walnut Avenue and north of the Southern Pacific Railroad Line. This facility presently houses one engine company and a task force company, consisting of a pumper and ladder truck. This station is designed to hold six companies.

Site 2 located at Whitnall Highway and Hollywood Way.

This station with one engine company serves the area south of Chandler and west of Buena Vista Street. This station is designed to hold two engine companies and one truck company.

Site 3 located on Buena Vista Street between San Fernando Road and Thornton Avenue. This station with two engine companies primarily serves the industrial area between the Southern Pacific Coast Line and Scott Road. This station is designed to hold two companies.

Site 4 located at Burbank Boulevard and Lincoln Street.

This station houses one engine company, and a truck company. It serves the area between the Southern Pacific Coast Line and Chandler Boulevard.

Site 5 located at Verdugo Avenue and Beachwood Drive.

This station with one engine company serves the area south of Chandler Boulevard between Buena Vista and the Southern Pacific Main Line. The station is designed to hold two companies.

Site 6 located on Bel Aire Drive between Tufts and Uclan Drives. This station with one engine company serves the area north of Scott Road and west of Walnut Avenue. It is designed to hold two companies.

FIRE STATION SUMMARY

<u>Site</u>	<u>Existing Companies</u>	<u>Additional* Companies</u>
1	3	3
2	1	2
3	2	0
4	2	0
5	1	1
6	1	1

*Additional companies that could be stationed
in buildings.

B. Fire Zones

The City is divided into fire zones which regulate the construction of buildings within the different zones. Fire zone number one is the most restrictive since it covers the high value commercial area while fire zone 3 which covers residential and manufacturing is the least restrictive. Fire zone 4 requires that new construction have fireproof roofing.

There are four fire zones within the City:

Fire Zone 1 - San Fernando Boulevard and Magnolia
Boulevard business areas.

Fire Zone 2 - All commercial zones with the exception
of those within Fire Zone 1.

Fire Zone 3 - All residential and manufacturing zones
with the exception of those within Fire Zone 1.

Fire Zone 4 - The mountain area above a line which generally follows Sunset Canyon Drive, Bel Aire Drive, Hilton Drive and Kenneth Road.

C. Maximum Distances for First Due Engine and Ladder Companies¹

<u>Types of Areas Served</u>	<u>Engine Company</u>	<u>Ladder Company</u>
High value areas; major commercial and industrial districts	3/4 mile	1 mile
High density residential and apartment districts	1-1/2 miles	2 miles
Where life hazard is above normal	2 miles	1-1/4 miles
Low density residential district. (Areas where the average distance between homes exceeds 100 feet)	All companies - four (4) miles	

The standards prescribe a minimum number of companies, but time-distance factors may increase the number actually needed. Additional criteria are natural and man-made barriers, which could affect the time-distance factor.

D. Water Supply

The Burbank Fire Department gets the water necessary for fire suppression from the City owned water distribution system. Supply is obtained by gravity through four connections to the Metropolitan Water District of Southern California (total capacity 45 mgd), and can be supplemented

¹Response distances are based on required fire flow as indicated on 1970 A.I.A. Summary.

Source: National Board of Fire Underwriters Rating Manual 1956 Edition, amended March 1968.

by eleven City owned wells (total capacity 25.5 mgd). Eighteen reservoirs having a combined capacity of 49.6 million gallons, provide storage on the distribution system. A 1970 survey conducted by the American Insurance Association found water pressures ranging from 47 to 178 Psi on all services. Average water pressure was 123 Psi.

1. Fire Flow Tests (Peak Load Water Supply Requirements)

Tests conducted by the A.I.A. in January 1970, indicate that under normal conditions the consumption rate in the principal district was a 29.0 mgd rate, and consumption on the system for the day was 16.75 mg. Quantities available for fire fighting were judged good. Results of Fire Flow Tests in 1970 are indicated in Fig. 1, along with the locations of the test sites.

E. Brush Clearance Policy

1. In accordance with the Burbank Fire Code, Appendix E, Section 16, all brush and vegetative growth must be removed from around structures as follows:
 - a. Remove all native vegetation for a distance of 30 feet from structures.
 - b. Where an extra hazard exists, the Fire Chief may require that flammable vegetation from around structures be cleared to an additional 70 feet.
 - c. Single specimens of native shrubs may be retained in cleared and topped areas if they are kept thinned out, do not average less than 15 feet apart, and if dead wood is removed.

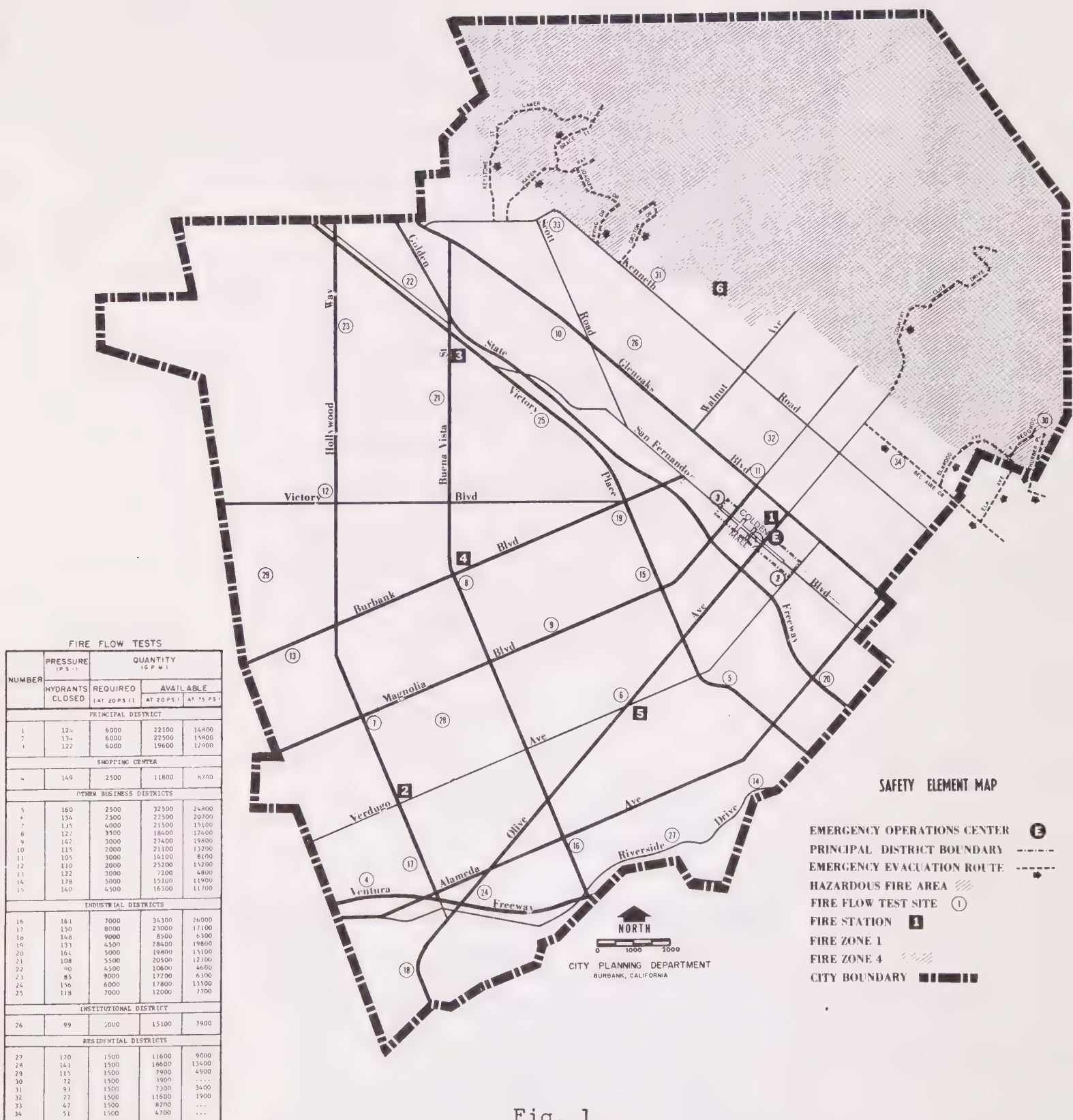


Fig. 1

2. Supplementary Information

All occupants of structures in the brush hazard area are encouraged to minimize the fire and erosion problems by long term programs of increased domestic planting, i.e., additional 15-foot strips of planting each year. Ground clearance to mineral earth is not required. Care should be exercised so that the root systems of the native vegetation are not disturbed to the extent that their disturbance would cause an excessive erosion during the rain season.

In some cases, the replanting of a cleared area for aesthetic purposes should be under the supervision of a reputable nurseryman. This would also help to eliminate erosion problems.

The following is a list of shrubs that have shown fire-resistive qualities as indicated by the Los Angeles State and County Arboretum:

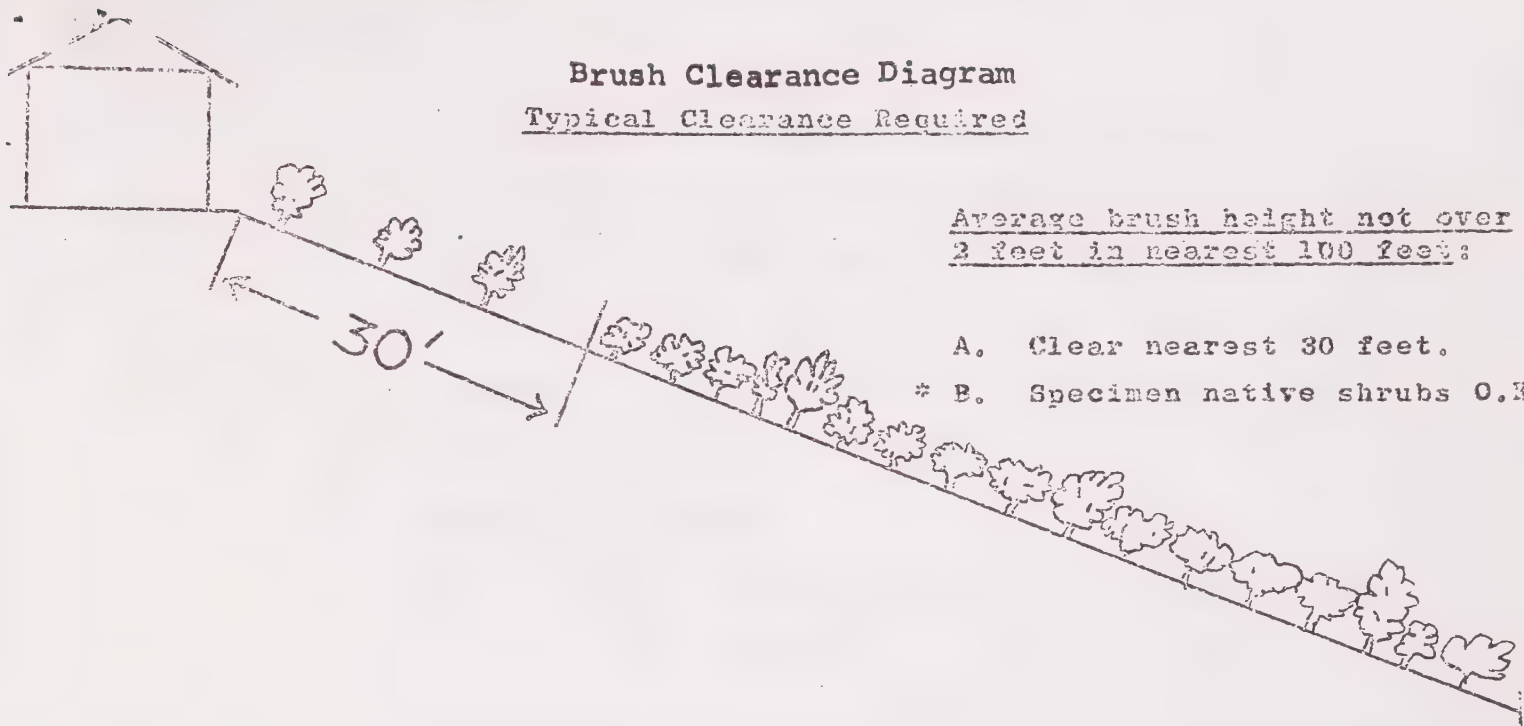
1. Rock Rose
2. Salt Brush
3. Yerba Santa
4. Dwarf Coyote
5. Trailing Rosemary

F. Evacuation Routes and Minimum Road Widths

1. Evacuation Routes

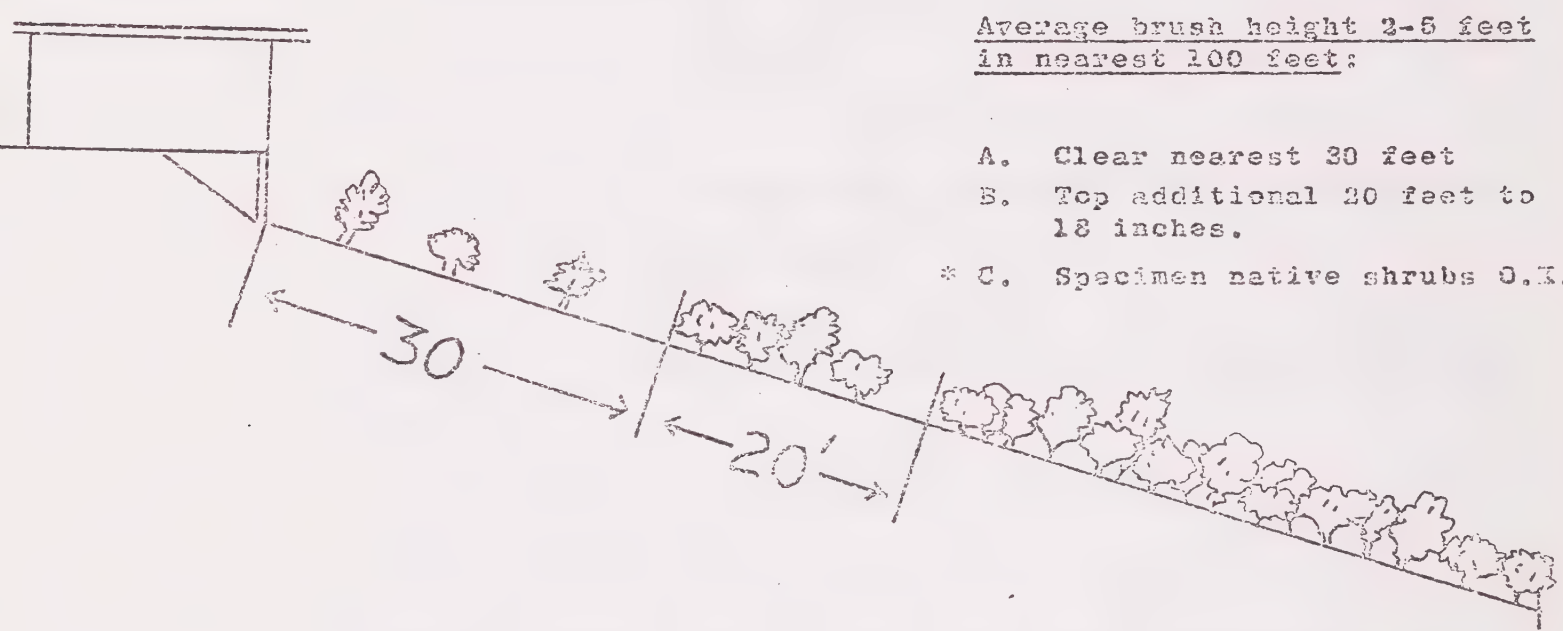
Figure 1 indicates primary evacuation routes to be used by hill area residents escaping from either fire or flood conditions. In the event that a serious earthquake should strike the Burbank area it can be

Brush Clearance Diagram Typical Clearance Required



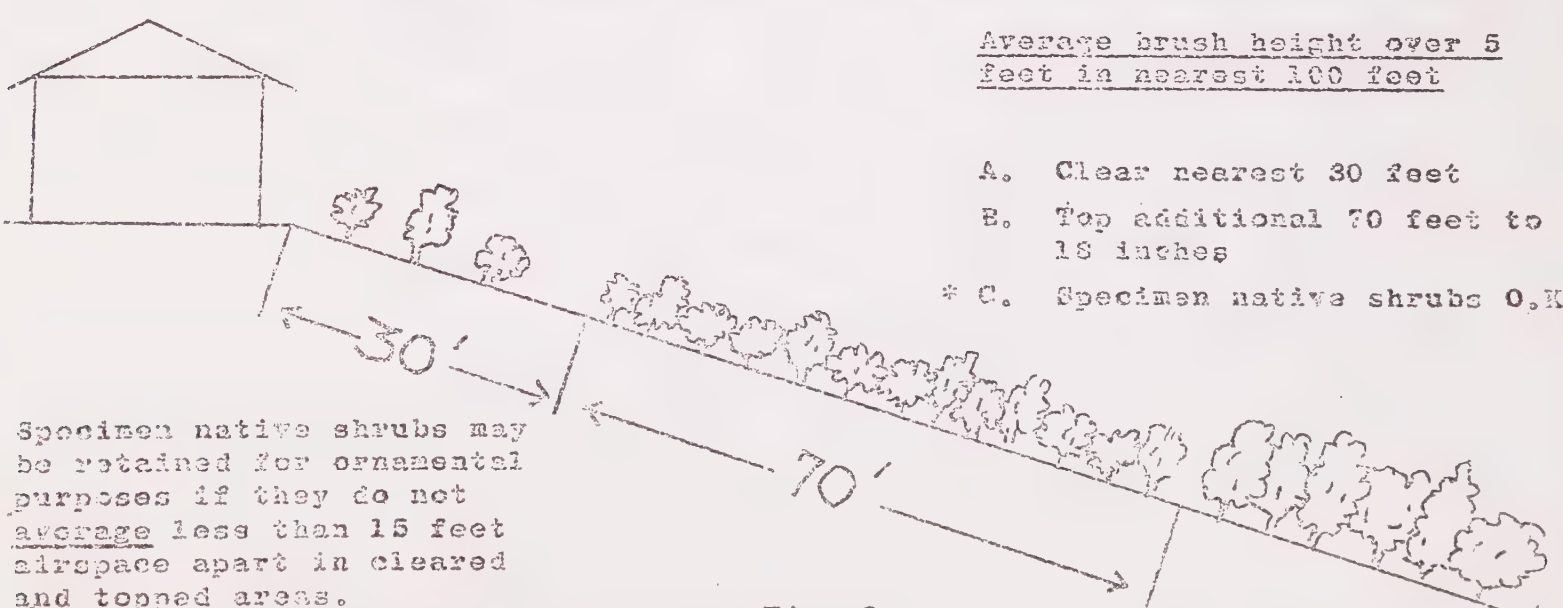
Average brush height not over 2 feet in nearest 100 feet:

- A. Clear nearest 30 feet.
- * B. Specimen native shrubs O.K.



Average brush height 2-5 feet in nearest 100 feet:

- A. Clear nearest 30 feet
- B. Top additional 20 feet to 18 inches.
- * C. Specimen native shrubs O.K.



Average brush height over 5 feet in nearest 100 feet

- A. Clear nearest 30 feet
- B. Top additional 70 feet to 18 inches
- * C. Specimen native shrubs O.K.

Specimen native shrubs may be retained for ornamental purposes if they do not average less than 15 feet airspace apart in cleared and topped areas.

Fig. 2

assumed that portions of the designated routes will be blocked by debris, or rendered unusable by earth movement or surface rupture. In such a case priority should be given to the clearance of these routes, due largely to the possibilities of fires resulting from the earthquake.

2. Minimum Road Widths

Sec. 27-109 of the Burbank Municipal Code provides for minimum street widths on all public streets within the City. Where City minimum standards are not in effect, the state minimum standard of 20 feet for fire access roads prevails.

Each new street shall have right-of-way, roadway, parkway and median widths conforming to the following

(numbers indicate width in feet):

<u>Type of Street</u>	<u>Rt.-of-Way</u>		<u>Roadway</u>		<u>Parkway</u>		<u>Median</u>	
	<u>Min.</u>	<u>Std.</u>	<u>Min.</u>	<u>Std.</u>	<u>Min.</u>	<u>Std.</u>	<u>Min.</u>	<u>Std.</u>
Local	56	60	36	--	10	12	--	
Collector	60	64	40	--	10	12	--	
Secondary Arterial	80	100	60	64	10	16	--	
Major Arterial								
4 lanes	98	118	78	86	10	16	10	14
6 lanes	122	142	102	110	10	16	10	14

Streets shall conform to the above standards (Std.) unless the approving body determines that the widths specified as standard are not practical. Where no standard width is specified, but a minimum width is indicated, the approving body may require a width in

excess of the minimum. Such widths shall not be reduced below the minimums specified where evidence satisfactory to the approving body shows that such widths are impractical. In the case of the hill areas, the aspect of fire safety must be given consideration, since roads in the areas are by necessity often narrow and winding and could easily become congested in an emergency situation.

APPENDIX 1
Basic Plan Segment
of
City of Burbank.
Emergency Operations Plan

CITY OF BURBANK
EMERGENCY OPERATIONS PLAN
BASIC PLAN

I. SCOPE

The primary purpose of this plan is to help save lives in serious emergencies. It provides for the readiness, mobilization, coordination and employment of public and private resources to meet essential needs. The objectives are to save lives and property, to protect and assist the public, and to facilitate recovery.

1.1 Applicability

This plan applies to many varied emergency situations, ranging from major accidents and natural disasters to enemy nuclear attack. It provides for the alignment, coordination and direction of existing municipal agencies, supplemented by community and other resources when necessary. The plan is necessarily broad, providing the framework and flexibility for varied actions in a wide range of emergency situations. It does not apply to day-to-day operations, support or assistance in relatively minor emergencies, nor to conditions resulting from a labor controversy.

1.2 Special Relationships

a. Government and Community

Civil Defense - emergency planning, readiness and operations - is civil government, organized and augmented for non-military defense of the public and recovery in serious emergencies. It is a broad program, requiring mutual understanding, close coordination and responsive teamwork in readiness and emergency functions both within government and by other public agencies, business and industrial firms, institutions, private organizations and groups, volunteer workers and other individuals of the community. All elements and personnel of the City government are involved; normal functions and capabilities are expanded, adjusted and augmented to achieve a higher degree of readiness and the most efficient

application of available resources. This plan prescribes the general organization, readiness and operational functions, and task assignments; it includes guidance for official and citizens of the community.

b. Military Role

When governmental and local resources clearly are inadequate, military assistance may be available to supplement and support the City's efforts. In grave situations, if civil government were unable to function, the Governor or President could impose partial or full martial law; civil authority and the public then are subject to military rule and controls temporarily, until civil government can resume its normal functions.

II. SITUATION

2.1 Enemy Attack

A potential enemy could attack the United States with combinations of nuclear and conventional weapons, chemical and biological agents, sabotage and subversion, causing widespread death and destruction. Burbank is located in a large metropolitan-industrial area which can be attacked openly or covertly with little or no warning. Missiles launched from distant bases could strike this country in less than 30 minutes, and lethal or dangerous radioactive fallout can begin arriving here within 30 minutes after a nuclear weapon strikes nearby. Any advance warning of attack may vary from only a few minutes to several hours or days.

2.2 Other Serious Emergencies

Earthquakes of disastrous proportions constitute a potential threat in this area. Heavy flood waters, landslides or large fires could also cause extensive damage. A serious explosion, riot, chemical or nuclear accident, aircraft crash, train wreck or epidemic could cause many casualties. Few of these disasters are predictable; they occur at unexpected times and places. The City and community may be called upon to assist other threatened or stricken communities, or large numbers of persons from such areas.

2.3 Local Situation

- a. Burbank is located in the heavily populated Los Angeles metropolitan area. Situated in the eastern part of the San Fernando Valley between the Santa Monica Mountains and the Verdugo Mountains, at the base of the rugged San Gabriel Mountains, it is approximately 11 miles from the Los Angeles Civic Center. Burbank covers an area of 17 square miles with a resident population of nearly 100,000 and an average weekday peak population of 133,000. The city is a balanced residential, industrial and business community. Hollywood-Burbank Airport (formerly Lockheed Air Terminal), a major airport, is largely within the city limits. The County of Los Angeles provides certain municipal-type services for the city. City Map: Appendix A.
- b. The city is not favorably located for sudden public dispersal or mass evacuation in a general emergency. Areas to the west, south and east are densely populated, and prevailing potential fallout patterns extend toward this city. Main routes leading out of the area are channeled, normally congested, and could not be expected to sustain mass evacuation traffic from the Los Angeles basin area. Controlled dispersal or evacuation may be appropriate on a limited basis under certain circumstances, but it is not considered feasible as an automatic, mass, preattack measure in this area. Protective shelter would afford the greatest safety from the effects of modern weapons, particularly radioactive fallout.
- c. City actions for transition to wartime readiness are prescribed (see Appendix D, Increased Readiness Measures). Systems for receiving and disseminating official warning of enemy attack, for alerting and advising the public, and measures to be taken immediately are established (see Appendix E, Attack Warning and Initial Actions). Los Angeles area AM radio stations of the Emergency Broadcast System (EBS) will broadcast official emergency information, advice and instructions to the public throughout this area.

- d. Retail food stocks sufficient for about five days are normally available in the City. There are three hospitals in the City and other hospitals are located nearby. Facilities for emergency mass care and billeting could be provided within the City for a substantial number of persons if necessary.
- e. Basic information to assist the public and serve as general guidance for serious emergencies is attached (see Appendix F, Individual and Group Survival).

III. MISSION

- 3.1 Protection of life and property in serious emergencies by preparing for and carrying out those functions necessary to prevent, minimize, repair and recover from injury and damage.
- 3.2 Mobilization and management of public and private resources as necessary, and assistance to other communities when practicable.

IV. ORGANIZATION

4.1 General

The civil defense and disaster organization of Burbank is based on City Government and community resources (see Appendix B, City Emergency Organization Chart). It includes all officers and employees of the City, together with registered volunteers and auxiliaries, and persons impressed under proper authority for emergency service. This emergency organization conforms in general to that of higher echelons and includes municipal services performed by the County of Los Angeles.

4.2 Burbank Civil Defense and Disaster Council

In addition to its normal and emergency powers and functions, the City Council serves as the Burbank Civil Defense and Disaster Council.

4.3 Civil Defense Director and Assistants

The City Manager is Director of Civil Defense and Disaster, and the Assistant City Manager is Deputy

4.5 Higher Echelons

- a. The State of California administers the state-wide civil defense and disaster program through the California Disaster Office (CDO) and its mutual aid regions. Region I includes Los Angeles County, which is divided into seven Civil Defense Area, A - G. The City of Burbank is located in CD Area C.
- b. The channel for external coordination and support of City emergency operations varies with the severity of the situation but generally follows progressively higher levels, i.e., local, Area, County and State (see Appendix C, Channel of Coordination). The term "Area EOC" as used in this plan refers to the control center of the next higher echelon over this City in the channel of coordination.

V. GENERAL PLAN AND OPERATIONAL CONCEPT

The City of Burbank must be prepared to respond promptly to a wide range of emergency situations, including enemy attack, and to provide immediate leadership and guidance for the public. The general organization, readiness and operational measures, and task assignments are prescribed in this plan, its appendixes and annexes. They provide the flexibility necessary for varied emergency situations, implementation and operations.

5.1 Planning and Readiness

The City and its Emergency Organization will continue to develop and improve the community's preparedness for disaster and enemy attack.

a. Basic Priorities

Overall, priority emphasis will be placed upon developing the maximum practicable fallout protection capability, perfecting the Emergency Organization, improving emergency communications and radiological defense, cataloging public and private resources, training in essential skills, testing and standardizing emergency procedures.

b. Public Protection

Controlled dispersal, evacuation or remedial movement of many people may be appropriate under certain circumstances, but the principal threat to the greatest number of people is radioactive fallout from nuclear attack. Protective shelter, rather than mass evacuation, is the most reliable counter-measure in this area under imminent or sudden attack. Currently, the public fallout shelter capacity in this City is substantial, but inadequate. Until sufficient shelters are available, protective measures will include emergency improvement and use of the best fallout protection available. If necessary, expedient group shelters and improvised family shelters will be prepared when time in an emergency permits.

c. Increased Readiness for War Emergency

International events may presage the launching of an enemy attack upon this country. The California Civil Defense and Disaster Plan provides for announcement of Readiness Conditions (Redcons) Three, Two and One to facilitate a step-by-step transition from peacetime to wartime readiness. Redcon Four is in effect during the normal peacetime situation. Readiness Conditions and preplanned actions for the City of Burbank are attached (see Appendix D, Increased Readiness Measures).

5.2 Warning and Information

Official warning or notice of a serious local disaster or an attack upon this country will be disseminated to the Emergency Organization and the public as quickly as possible. Any available warning time will be used to maximum advantage. The public will be promptly alerted, informed and instructed by use of emergency vehicle patrols with sirens and loudspeakers, or other means, and local broadcast stations when necessary. In this area, civil defense sirens will be used for warning only of enemy attack and imminent radioactive fallout.

5.3 Enemy Attack

An outline of the attack warning system and the principal actions to be taken immediately is attached (see Appendix E, Attack Warning and Initial

Actions). Emergency radio broadcasts will be initiated and people should take cover in the nearest available shelter until it is safe to emerge. Persons who choose to disperse to other areas will be assisted when practicable.

5.4 Emergency Operations

The primary concern is to save lives and property, protect and assist the public, and expedite recovery. The City EOC will facilitate necessary coordination, executive direction and support of Emergency Services to achieve the most efficient application of available resources. Requirements, courses of action, actual operations and priorities of effort will vary with each emergency situation. The principal operations envisaged in serious emergencies are listed below; they will be implemented and adjusted as appropriate to the existing, changing and anticipated situation. (Responsibilities are prescribed in paragraph VI and in individual Service Annexes.)

a. Enemy Attack

1. Emergency preparation, movement to, occupancy, management and support of public fallout shelters.
2. Assessment of the radiological situation and continued use of shelters, controlled emergence, relocation to better shelters or remedial movement to safer areas.
3. Decontamination and recovery of people and essential supplies, emergency facilities and living areas exposed to dangerous amounts of radioactivity.
4. Other activities in b.1 - b.8, following.

b. All Serious Emergencies (including enemy attack)

1. Emergency warning, information, advice and instructions to the public.
2. Rescue, evacuation, dispersal or receipt of people from threatened, damaged or other hazardous areas.

3. First aid, medical care, feeding, temporary lodging and welfare assistance for victims, reuniting of families and public health measures.
4. Preservation of public order; law enforcement, traffic control, and security of vital installations and resources.
5. Damage control and assessment, firefighting, repair or restoration of utilities and essential facilities, and clearance of debris.
6. Procurement, control, allocation, distribution and use of essential survival supplies, equipment, manpower, transportation and other resources.
7. Assistance by or to other jurisdictions.
8. Initial rehabilitation operations.

VI. TASK ASSIGNMENTS

Principal responsibilities within the City's Emergency Organization for readiness and operational functions are outlined on this and the following pages. Related or specific information and guidance is contained in the appropriate appendixes, references, Service Annexes and standing operating procedures.

6.1 City Council

- a. Provides the legal basis for the City's civil defense and disaster program and its emergency organization, plans and operations. Reviews and adopts appropriate legislation, agreements and plans; issues or confirms necessary emergency proclamations, rules and regulations.
- b. Insures that the City Government is continued, and statutory and emergency responsibilities of the City are fulfilled. Promptly reconstitutes the City Government when necessary; if few or no elected or stand-by City Councilmen survive, the City Council will be reconstituted as provided for in the City Charter (Section 26) and in the California Disaster Act (Sections 1550.07 - 1550.09).

6.2 Civil Defense Director

In accordance with the authorities and powers contained in the City's civil defense and disaster legislation (see page iv), the Director, aided principally by the Deputy Director and the Civil Defense Assistant:

a. Readiness Functions

1. Develops and supervises the City's civil defense and disaster program, Emergency Organization and Emergency Operations Plan.
2. Provides for the establishment, staffing and functioning of the City Emergency Operating Center (EOC).
3. Coordinates the continuing improvement, planning, training, readiness and testing of City Emergency Services and their auxiliaries for prompt and effective response and operations in varying emergency situations.
4. Represents the City in emergency preparedness matters and insures that key personnel and the public are informed of significant developments.
5. Insures that essential City documents and records are maintained in protected locations.
6. Encourages and assists local institutions, industrial, labor and business organizations to develop plans, procedures and mutual aid arrangements to assist themselves and the community in emergency situations.

b. Emergency Functions

1. Implements approved emergency plans, directs and controls the Emergency Organization, coordinates any military support made available to the City, and carries out other powers and functions prescribed by the City Council.

2. Insures that City officials, the public, higher echelons and other jurisdictions concerned are kept informed of the emergency situation.
3. When requested and practicable, mobilizes and furnishes available resources temporarily to assist other jurisdictions in need.

6.3 Legal Advisor

The City Attorney serves as Legal Advisor to the City Council, Civil Defense Director and the City Emergency Organization.

6.4 Emergency Operating Center (EOC)

Under supervision of the Civil Defense Director or Deputy Director, the City EOC staff:

- a. Insures that alerting and attack warning information is promptly disseminated.
- b. Collects and evaluates information and disseminates pertinent data to agencies concerned.
- c. Coordinates emergency operations and support within the City (and, during a State of Extreme Emergency, in other areas designated by the County Operational Area Director), and effects appropriate coordination with higher echelons and nearby jurisdictions.
- d. Disseminates public information and instructions.
- e. Coordinates emergency control, allocation and use of available public and private resources.
- f. Submits reports, and requests for resources or assistance not available locally, to the Area EOC or appropriate higher echelon.
- g. Initiates and coordinates remedial and emergency recovery actions.

6.5 Emergency Services

Each element of the Emergency Organization must be prepared to function in a prompt, efficient and

flexible manner as part of a coordinated team under varying circumstances. To facilitate mutual understanding and cooperation, the principal tasks of all Emergency Services are outlined herein. In general, the common readiness and operational functions prescribed in a and b, following, apply to all Emergency Services. The principal emergency functions of each individual Emergency Service are outlined beginning in c, following, and are amplified in the appropriate Service Annexes to this plan.

a. Common Readiness Functions (all Emergency Services)

1. Recruit, orient, organize and train regular and supplementary personnel for emergency operations.
2. Insure that volunteer disaster service workers are registered with the Manpower Service (Annex 18).
3. Develop and maintain current standing operating procedures (SOPs) for mobilizing and employing personnel and resources in varying situations, to include as a minimum:
 - (a) Alert lists and procedures for responding to local disaster warnings, Readiness Conditions Three to One (Appendix D), and Attack Warnings (Appendix E).
 - (b) Primary and alternate assembly points.
 - (c) Specific duty assignments, and line of succession for key positions.
4. Insure that essential records and documents are preserved and stored in a protected location (Annex 19).
5. Maintain necessary data, forms, signs, equipment and supplies for emergency operations, including current lists of resources expected to be needed and available from public, commercial and private sources.

6. Be prepared to assist other jurisdictions, and people from other stricken areas, if necessary.

b. Common Operational Functions (all Emergency Services)

1. Alert and mobilize personnel and resources, as appropriate to the situation.
2. Maintain an operational log or journal of significant information, activities and actions taken.
3. Direct, supervise and control all non-military personnel, equipment, facilities and other resources made available to the Emergency Service concerned, with first priority to saving lives and assisting victims.
4. Be present or represented at the City EOC.
5. Keep the Civil Defense Director and EOC staff informed of the situation. Report significant matters, requested information and potential problems promptly; report progress periodically.
6. Cooperate with and assist other Emergency Services, particularly in the interests of public safety and public information.
7. When it is clear that locally available resources are or will be inadequate, request assistance promptly (see paragraph VII, following, and Appendix C).

c. Communications Service (see Annex 1)

1. Provide communications for the City EOC, and maintain contact with the Area EOC.
2. Coordinate radio and other communications support for the City, and provide communications service or equipment for other Emergency Services when necessary.
3. Coordinate with local telephone and telegraph companies.

- d. Operational Intelligence Service (see Annex 2)
 - 1. Coordinate the reporting and collection of pertinent information from all sources.
 - 2. Evaluate, analyze and integrate information and develop reliable situation intelligence.
 - 3. Disseminate pertinent operational intelligence to the Emergency Organization, higher echelons and neighboring jurisdictions concerned.
- e. Radiological Defense Service (see Annex 3)
 - 1. Predict, monitor and report nuclear radiation.
 - 2. Assess the radiological situation and provide warning of hazards to public safety and emergency operations.
 - 3. Recommend and advise on radiological safety and protective measures to minimize exposure and facilitate recovery.
- f. Public Information Service (see Annex 4)
 - 1. Keep the public informed of the emergency situation and of actions they should take.
 - 2. Coordinate the release and dissemination of official emergency information and instructions through news media to the public.
- g. Law Enforcement Service (see Annex 5)
 - 1. Alert key personnel of the City Emergency Organization; disseminate disaster and attack warnings to the public.
 - 2. Protect lives and property, assist in rescue operations, and maintain law and order.
 - 3. Block and control access to disaster sites and danger areas.

4. Perform traffic control and other police functions.
 5. In a war-caused emergency, also direct persons to available shelters, perform RADEF tasks and wartime police functions.
- h. Fire and Rescue Service (see Annex 6)
1. Control, suppress and prevent fires.
 2. Seek and rescue persons injured, trapped or endangered.
 3. In a war-caused emergency, also assist in directing persons to available shelters, and perform RADEF tasks.
- i. Medical Service (see Annex 7)
1. Provide or arrange emergency first aid and medical care.
 2. Coordinate emergency use of local medical facilities, medical and specialist personnel, and allied technical and support resources.
 3. Supervise emergency first aid stations and disaster hospitals under local control; coordinate emergency ambulances and evacuation of casualties.
 4. Procure and control whole blood and narcotics.
 5. In a war-caused emergency, also perform RADEF tasks.
- j. Health Service (see Annex 8)
1. Safeguard public health and control disease.
 2. Provide and coordinate sanitation measures.
 3. Detect harmful chemical and biological agents and prescribe protective measures.
 4. Assist in peacetime radiological nuclear incidents, and perform RADEF tasks in a war-caused emergency.

k. Emergency Welfare Service (see Annex 9)

1. Establish and operate emergency mass care centers.
2. Provide emergency feeding, lodging and clothing.
3. Provide central registration, inquiry and welfare information service, and reunite families.
4. Provide necessary social services, family rehabilitation and financial assistance programs.
5. In a war-caused emergency, also assist in management of public fallout shelters, and perform RADEF tasks.

l. Coroner Service (see Annex 10)

1. Recover, collect, identify and process the dead and their personal effects.
2. Register deaths and coordinate death lists and announcements.

m. Public Works Service (see Annex 11)

1. Assess damage and accomplish temporary repair or construction of essential public or emergency facilities, roads, bridges, etc.
2. Post or barricade dangerous areas, demolish hazardous structures and coordinate emergency clearance of obstacles and debris.
3. Perform heavy rescue and salvage operations, and support other Emergency Services.
4. In a war-caused emergency, improve and augment public fallout shelters as time permits, and perform RADEF tasks.

n. Utilities Service (see Annex 12)

1. Maintain, restore or establish electric power, gas and water service to meet essential needs.
2. Coordinate assistance between utility companies, and recommend measures to curtail public consumption when necessary.
3. In a war-caused emergency, also perform RADEF tasks.

o. Transportation Service (see Annex 13)

1. Procure, maintain and coordinate needed vehicles and drivers from public, commercial and private sources to support the Emergency Services.
2. Operate an emergency transportation pool and vehicle maintenance service.

p. Supply Service (see Annex 14)

1. Procure, store, maintain and distribute needed equipment and supplies, except whole blood and narcotics, to support the Emergency Services.
2. Maintain current City financial accountability records.
3. In a State of Extreme Emergency, act as or through a Deputy State Purchasing Agent for emergency procurement.

q. Building Safety Service (see Annex 15)

1. Inspect and determine the safety and usability of damaged buildings; evacuate, post and condemn unsafe structures.
2. Assist in overall damage surveys.
3. In a war-caused emergency, first verify existing public fallout shelter capabilities, recommend other suitable structures and supervise emergency preparation of expedient public fallout shelters as time permits.

r. Shelter Service (see Annex 16)

In a war-caused emergency:

1. Coordinate emergency improvement, augmentation, stocking, allocation and occupancy of public fallout shelters.
2. Coordinate control, management and support of public fallout shelters, inter-shelter movement and emergence from shelters.

s. Schools Service (see Annex 17)

1. Provide for the safety of students, staff and other persons present on school property, and reunite children with their families as soon as practicable.
2. Coordinate emergency use of school facilities, personnel and equipment in community disaster relief activities.

t. Manpower Service (see Annex 18)

1. Register local volunteer disaster service workers.
2. Provide predesignated personnel, and recruit, register, classify and allocate other qualified individuals or groups, to meet emergency requirements.
3. In a State of Disaster or Extreme Emergency, also impress citizens for service when necessary and authorized.

u. Vital Records Service (see Annex 19)

1. Insure that City records and documents designated as essential to the functioning and continuity of government are preserved, maintained and stored in or moved to protected locations.
2. Manage and control centralized records.

v. Resources Management Service (see Annex 20)

In a war-caused State of Extreme Emergency:

1. Impose temporary controls on essential resources of the community to meet survival and recovery requirements.
2. Implement other instructions for emergency resources management, as applicable.

VII. RESOURCES

7.1 General

The City of Burbank has considerable public resources to cope with serious emergencies and material assistance is available from within the community; the Service Annexes to this plan are related to these primary means. When these resources are inadequate, aid and assistance may be made available from other local jurisdictions, County, State, Federal and non-governmental agencies; such resources will be employed within the framework of this plan and the appropriate Service Annexes.

- a. The City is a party to the California Master Mutual Aid Agreement, which provides for the furnishing of aid and assistance by signatory jurisdictions, including the State, counties and nearly all cities. County Services performing municipal-type functions for the City obtain or furnish mutual aid on behalf of the City in their functional areas.
- b. The Los Angeles County and Cities Disaster Relief Manual provides guidance and a source directory for obtaining aid, assistance, equipment, supplies and services from local, County, State, Federal and non-governmental agencies in serious non-war emergencies.
- c. In a State of Extreme Emergency, public and private resources are subject to State direction and control when necessary in the public interest. In a war-caused State of Extreme Emergency, governmental controls will be imposed to stabilize the economy and to conserve and direct essential resources to meet survival and recovery needs (see Annex 20).

7.2 Policy

- a. Maximum use will be made of local non-military resources, including normal County municipal services, before requesting aid or assistance from other jurisdictions, County, State or Federal agencies. In accordance with the California Master Mutual Aid Agreement, the City will render assistance to other jurisdictions to the maximum extent practicable under conditions of local peril, local emergency, local disaster, State of Disaster and State of Extreme Emergency.
- b. Requests for assistance from within or outside the City will be directed initially to the appropriate Emergency Service or to the City EOC. Each Emergency Service normally will employ its own resources, and will cooperate with and assist the other Emergency Services in a coordinated team effort.
- c. Chiefs of the Law Enforcement Service, Fire and Rescue Service, and County Services serving the City may request or render appropriate outside assistance, when needed, directly through established service and mutual aid channels; however, any action which involves financial outlay by the City or a request for military assistance will first be authorized by the Civil Defense Director.
- d. Other City Emergency Services will obtain approval from the Civil Defense Director before rendering or requesting outside assistance.

VIII. EMERGENCY OPERATING CENTERS

8.1 Primary EOC

Alternate EOC

State, CDO Region I

State Office Building
107 S. Broadway, Room 19
Los Angeles, 90012

County Courthouse
Santa Barbara, 93104

County of Los Angeles (and County Operational Area)

Sheriff's Department
Hall of Justice
211 West Temple Street
Los Angeles, 90012

1. Biscailuz Center
1060 North Eastern Ave.
Los Angeles, 90063
2. Wayside Honor Rancho
29300 Golden State Hwy.
Castaic, 91310

Civil Defense Area C

City of Pasadena EOC
179 North Marengo Ave.
Pasadena, 91101

1. Glendale City Hall
2. Burbank Police
Services Building
3. Alhambra City Hall

City of Burbank

Police Services Building
111 South 3rd Street
Burbank, 91503

Starlight Theatre
Stough Park
Burbank, 91504

8.2 Area EOC

The term "Area EOC" as used in this plan refers to the control center of the next higher echelon over this City in the channel of coordination (see Appendix C).

8.3 Reports

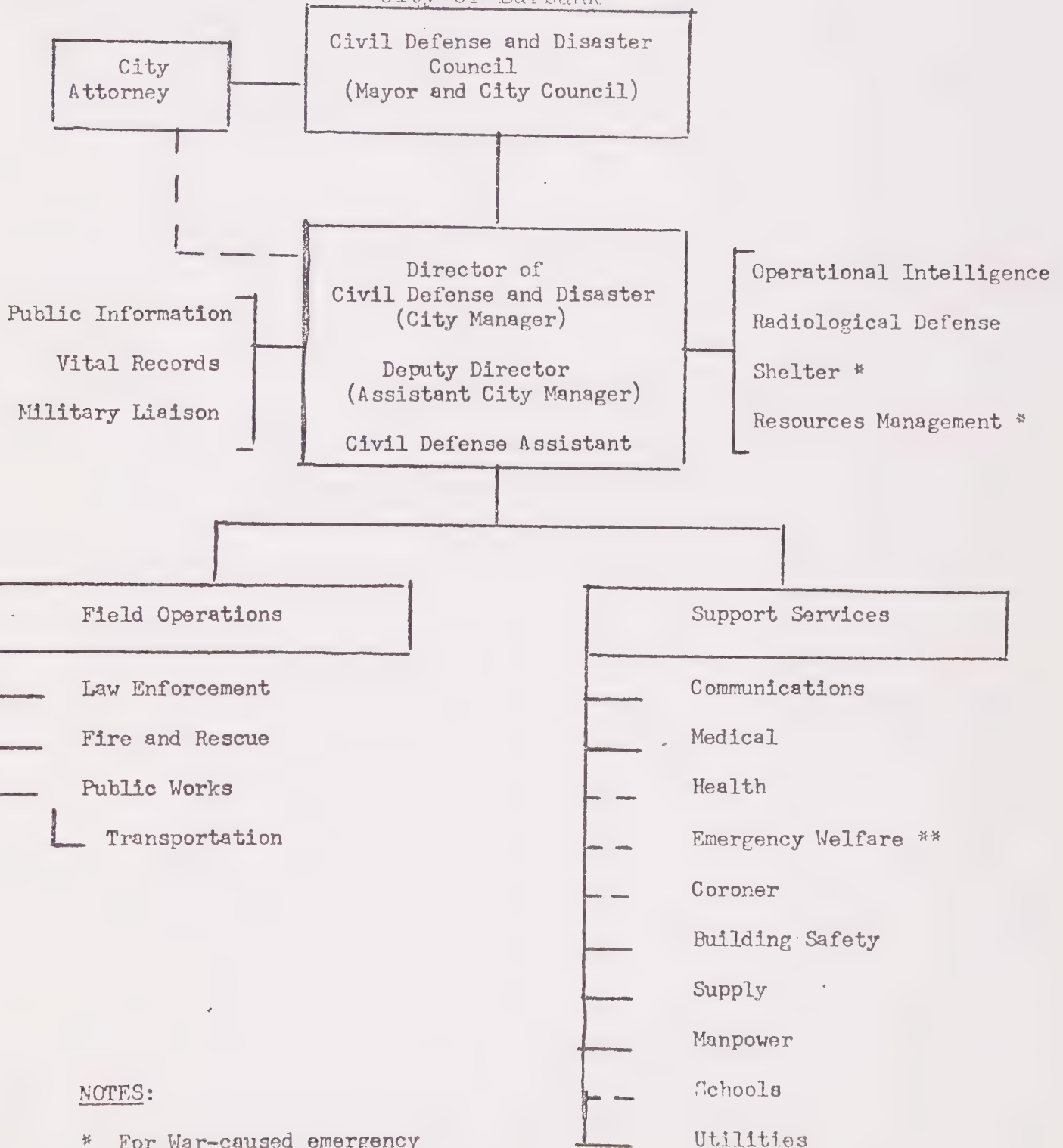
Relocation of the City EOC, and any change in communications capability, will be reported promptly to the Area EOC.

Appendix B

CIVIL DEFENSE AND DISASTER

EMERGENCY ORGANIZATION

City of Burbank



NOTES:

* For War-caused emergency

** Primarily American Red Cross
in Natural Disaster

APPENDIX 2

Downed Aircraft Plan

Supplement to

City Emergency Operations Plan

I. SCOPE

A. PURPOSE

This Downed Aircraft Plan is prepared in accordance with and as a supplement to the Civil Defense and Disaster Emergency Operations Plan of the City of Burbank. Its purpose is to insure that the loss of life, injury, and destruction of property due to the effects of a downed aircraft can be reduced to a minimum through adequate planning, training, and the implementation of such emergency programs as necessary. The objectives of this Downed Aircraft Plan are to save lives, protect and assist the public, preserve property, facilitate recovery, and aid proper authorities so that investigation procedures are accurate.

B. AUTHORITY

The authority for this plan is derived from the Civil Defense and Disaster Emergency Operations Plan, revised July, 1969, and from the following legal sources:

1. U. S. GOVERNMENT

Federal Civil Defense Act of 1950 (PL 81-920), as amended.
Federal Disaster Act of 1950 (PL 81-875), as amended.
The National Plan for Emergency Preparedness.
Federal Civil Defense Guide, and related publications.

2. STATE OF CALIFORNIA

California Disaster Act (Chapter 1, Division 7 of Military and Veterans Code).

California Civil Defense and Disaster Plan, and supporting State service or functional Operations Plans.

Part Three of the above Statewide plan, which contains the above Act and related legal and official information, such as:

California Disaster and Civil Defense Master Mutual Aid Agreement.

Disaster Service Workers: Workmen's Compensation Benefits, Section 1599.1 of the California Disaster Act and Division 4 of the Labor Code; Rules and Regulations of the California State Disaster Council for classification and registration.

Suggested local disaster proclamation forms.

Orders, Rules and Regulations promulgated by the Governor to take effect upon the existence of a State of Extreme Emergency as a result of enemy attack or warning that an enemy attack is probable or imminent.

3. COUNTY OF LOS ANGELES

County Disaster and Civil Defense Ordinance No. 5582, as amended.
Countywide Operational Area Emergency Operations Plan (interim).
County and Cities Disaster Relief Manual (non-war emergencies).

4. CITY OF BURBANK

City Charter

Civil Defense and Disasters: Municipal Code, Articles 1-3, Chapter 10, as amended July, 1969.

California Master Mutual Aid Agreement, Resolution No. 6575, November 28, 1950.

Disaster Service Workmen's Compensation, Resolution No. 3609.

Extreme Emergency County Operational Area, Resolution No. 14002, (interim edition, January, 1969).

Area C Joint Powers Agreements.

City of Burbank, Civil Defense and Disaster Emergency Operations Plan.

Local Mutual Aid Agreements.

C. POLICY

In the event of an aircraft disaster wholly within the City of Burbank:

1. The Chief of the Fire Service (Fire Chief) will have absolute operational control at the scene of the disaster. In instances where the Lockheed Fire Department is first on the scene, the Chief, Lockheed Fire Department will assume control until relieved by the City of Burbank Fire Chief.

2. The Civil Defense and Disaster Organization will be activated or partially activated, depending on the severity of the accident and the loss of life and damage to property.

3. The City's Emergency Operations Center (EOC) will be activated and become the Control Point for disaster operations.

4. The City's Mobile Emergency Communications Center will be dispatched to the scene and function as a Command Post to channel all Operational Intelligence data through the EOC and will receive and transmit messages and orders to and from the appropriate Service Chiefs.

5. The administration and operation of each service is the responsibility of the Service Chiefs as defined in the Civil Defense and Disaster Emergency Operations Plan or as modified in this Downed Aircraft Plan.

6. The evacuation of an area of the City and/or the destruction of an area is a command responsibility and no Service Chief shall exercise this responsibility.

This, however, does not preclude the Chief of the Fire Service from exercising his responsibility for evacuation of people or destruction of property or facilities in the immediate fire area.

The ultimate responsibility for evacuation and destruction of an area as required rests with the Director of Civil Defense or his immediate subordinates.

In the event of an aircraft disaster partially within the City of Burbank:

1. The Los Angeles County Operational Area Director (Sheriff) will be notified and requested to coordinate and support the actions of the involved jurisdictions, but: "To respect in so far as possible in carrying out his duties, the integrity of local government entities and the unity of their service forces". (Basic Emergency Operations Plan, Los Angeles County Operational Area, Interim Edition).

II. MISSION

The mission of the Civil Defense Organization is to save lives and reduce loss of property. Airplane disasters as yet cannot be totally prevented, but proper planning and preparation can reduce the havoc that might accompany such an accident. This will prevent and reduce loss of life, injury, and destruction of property.

A. PREVENTIVE MEASURES

Preventive measures are of course sought by the airlines and also by our City services in maintaining trained and active police and fire personnel and equipment.

B. CORRECTIVE ACTIONS IN CASE OF DISASTER:

1. Search and Rescue.
2. Evacuation and treatment of injured.
3. Suppression and/or containment of fires.
4. Restoration of utilities.
5. Proper marking and removal of dead and their possessions.
6. Inspection, marking, and evacuation of possible unsafe buildings.
7. Preservation of law and order.
8. Destruction of possible unsafe buildings.
9. Aid proper officials in collecting debris for their study as soon as possible in order to restore public streets, etc. to normal.
10. Block off disaster area so no portions of the wreckage may be removed from the scene.

III. PLANNING

A. ASSUMPTIONS:

1. There is no way to predict the time, place, or size of an airplane disaster; however, since the City of Burbank is in the direct inward glide approach pattern of all runways of Hollywood-Burbank Airport, the possibility of such a disaster is always present and cannot be minimized.
2. With the advent of larger, faster, and more complex aircraft, the imminent danger of a great disaster becomes more probable.
3. Aircraft accidents can be of almost any severity, with many or no fatalities, with bystanders injured or killed as well as passengers, or with either major or minor loss of property and possessions.

4. There will either be fires or chances of fires in a concentrated or wide area.
5. There will possibly be dead and injured in numbers greater than normal hospital, ambulance, and morgue facilities can handle.
6. There will be an immediate need to seal off the area from all but rescue personnel in order that the wreckage be left as it is for purposes of investigations by the National Transportation Safety Board and the Federal Aviation Agency (or Military Authorities in the case of military aircraft.)
7. Traffic patterns in the immediate area will be disrupted.
8. Utilities will most likely be disrupted in the disaster area, hampering rescue operations.

B. RESPONSIBILITIES

The development of standard operating procedure and such other necessary plans as required is the responsibility of the Service Chief as defined in this Plan.

NOTE: The activation and operation of the RACES net will be the responsibility of the Civil Defense Radio Officer. Because of the expanded field of coverage by this net, the additional information and intelligence gathering capability would be a very vital element.

IV. OPERATION

A. ACTIVATION

1. The Civil Defense Director or his subordinates shall activate the Civil Defense Organization. Proclamation of a local disaster shall be issued by the City Council and/or Civil Defense Director.
2. The Civil Defense Director may activate the Civil Defense Organization as a whole or he may activate specific sections. Service Chiefs will be responsible for notifying members of their Services upon receipt of the alert notice.
3. A report should be made immediately to the National Transportation Board, Federal Aviation Agency, or the Military Authorities in the case of a military aircraft.

B. MUTUAL AID

1. Mutual aid agreements in existence and such other reciprocal agreements for emergency service will be activated when required. Such other requests for assistance pursuant to these agreements from other governmental agencies will be cleared through the Director of Civil Defense or his deputy.
2. Military aid for such things as disarming ordnance will be available for downed military aircraft that carry such weapons.

C. AREA OF RESPONSIBILITY - SERVICES

Each Service Chief shall prepare such Supplementary Plans and Standard Operating Procedures as necessary to implement the overall Downed Aircraft Plan. These Supplementary Plans and Standard Operating Procedures will include but are not necessarily limited to those responsibilities outlined as follows:

1. COMMUNICATIONS SERVICES -- The Communications Officer, Police Department, is the Chief of this Service.

a. The recruitment and training of sufficient Radio-Telephone Operators and maintenance technicians as required to man the Communications Center, assembly areas, Mobile Communications Center and such other locations as necessary.

b. The assignment of personnel, including the work schedules for Radio-Telephone Operators and other EOC personnel, except RACES. See NOTE under item B. RESPONSIBILITIES.

c. The acquisition and maintenance of radio-telephone equipment as required.

d. The establishment of messenger services -- external and internal -- to maintain continuous communications between all City Departments.

e. The establishment of communications with adjacent communities and higher authorities when the situation warrants such action.

2. MANPOWER SERVICES -- The Personnel Officer shall act as the Chief of this Service. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan.

3. OPERATIONAL INTELLIGENCE SERVICES -- The Administrative Assistant to the City Manager shall act as the Chief of this service. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan in that it will gather, evaluate, and disseminate information pertaining to the extent of damage and loss of life caused by the downed aircraft, and make such information available to the Director of Civil Defense or his immediate deputies.

4. PUBLIC INFORMATION SERVICES -- The Chief of the Public Information Services shall be the Deputy Director of Civil Defense.

a. Keep the public informed as to its responsibilities and such other information and data as may be deemed appropriate by the Civil Defense Director.

b. The distribution and dissemination through appropriate local news media of information and data in order to keep the public informed.

c. The establishment of necessary information centers to answer public inquiries, evaluate and analyze the nature of public reaction and attitudes pertaining to the disaster, and keep the Director of Civil Defense informed of all developments pertaining to public attitudes and reaction.

d. The establishment of an educational and training program for the general public aimed at the reduction of loss of life and property, and of the proper steps the public should take when any type of aircraft is downed.

e. The assistance to the Service Chiefs in the preparation of news releases and other items except as designated specifically for the Military authorities or Medical Examiner-Coroner.

5. SUPPLY SERVICES— The Chief of the Supply Services shall be the City Purchasing Administrator. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan, performing tasks in accordance with that plan, and such other duties as may be prescribed.

6. VITAL RECORDS SERVICES -- The Chief of the Vital Records Services shall be the City Clerk. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan and be activated only in the event that its jurisdiction is involved in the downed aircraft area.

7. LAW ENFORCEMENT SERVICES— The Chief of the Law Enforcement Services shall be the Police Chief.

a. The maintenance of law and order including crowd control and panic prevention.

b. The establishment of traffic control pertaining to the orderly flow of emergency vehicles and other related equipment.

c. The protection of lives and property and the prevention of looting and removal of wreckage pieces.

d. The cooperation with other emergency services including private ambulance companies in critical areas by assisting these services in performing their assignments without undue interference from the general public.

e. The establishment of procedures for reporting structural damage, utility disruption, and fires.

f. The development of training programs and related activities for Auxiliary Police and other volunteer services as may be required.

g. Lend assistance and cooperate with County Coroner.

8. FIRE SERVICES— The Chief of the Fire Services shall be the Fire Chief. (See Section C. POLICY)

a. The assignment of equipment and personnel in accordance with priorities as established by the Fire Chief.

b. The development of plans and procedures to reduce damage caused by fires resulting from downed aircraft.

c. Prior to a possible accident, the indoctrination and education of the general public in fire protection and prevention methods and procedures to be taken by said public as a result of dangers inherent in airplane accidents.

d. The furnishing of rescue equipment and related supplies and equipment as necessary.

e. The extinguishment and control of fires.

f. Assist Medical Group; assist Coroner

9. BUILDING SAFETY SERVICES -- The Chief of the Building Safety Services shall be the Building Superintendent.

a. The ordering of the demolition of unsafe buildings caused by the accident.

b. The supervision of the rehabilitation activities with reference to public and private buildings and related facilities. (IMPORTANT: The final authority as to whether or not a public and/or private building is safe for occupancy or use will rest with the Building Superintendent. Before such building is closed to the public or ordered demolished by the Building Superintendent, the Director of Civil Defense shall be informed.)

10. MEDICAL SERVICES -- A designated local physician serves as Chief, Medical Services and is assisted by other professional and volunteer personnel.

a. Emergency medical care and treatment of injured.

b. The designation of emergency medical facilities, including hospitals and first aid stations. (The Medical Services will have first priority for the use of public facilities and private facilities for emergency medical centers.)

c. The maintenance of a continuous inventory of medical supplies and related equipment and the storage of such supplies and equipment at locations designated by the Chief of the Medical Services.

d. The development of programs for the use of volunteers to assist the medical personnel in the performance of their primary functions.

e. The insurance that nothing will be disturbed at the crash scene except those things that are necessary to give aid to the injured.

11. PUBLIC HEALTH SERVICES -- The District County Health Officer is the Chief of the Public Health Services.

a. The acquisition, storage, and maintenance of necessary public health equipment and supplies.

b. Programs and procedures to be instigated to maintain a proper level of environmental sanitation within the crash area until such utilities can be made operational again.

12. ENGINEERING SERVICES -- The Director of Public Works shall be the Chief of the Engineering Services. The Engineering Services also includes the Transportation Section.

a. ENGINEERING -- GENERAL

1. The maintenance of duplicate copies of appropriate maps and drawings, surveys and related materials pertaining to engineering and public works facilities, utility service, and related communication lines and equipment.
2. Damage Services -- emergency repair, sanitation and refuse control. (NOTE: Crash debris will be cleared by the FAA, NTSB and/or Military Authorities, thus no debris clearance should be undertaken until approval by these agencies.)
3. The destruction and demolition of private and public facilities which have been damaged due to the crash, upon approval of the Chief of the Building Safety Services.
4. The organization of light and heavy duty search and rescue teams, and the acquisition and storage of the necessary supplies and equipment required by these teams.
5. The accomplishment of temporary repair or construction of essential public or emergency facilities.
6. The posting or barricading of dangerous areas.
7. The repair of main roadways, streets, culverts, and sewers, and the construction of emergency bypasses or temporary roads when necessary.
8. The performance of heavy rescue and salvage operations and the provision of emergency services, personnel and equipment to support other services.

b. TRANSPORTATION SECTION

1. The organization, maintenance, and assignment of emergency vehicles except those of Law Enforcement and Fire Services.
2. The development of supplemental sources of transportation and other types of equipment as necessary.

13. PUBLIC UTILITY SERVICES -- The General Manager of the Public Service Department is Chief, Utilities Service.

a. UTILITY SERVICES - GENERAL

1. The maintenance and restoration of electrical, gas, and water services.
2. The coordination of the employment of utility personnel, equipment, and materials.
3. The advisement on utility matters and the recommendation of local measures to curtail public use when and if necessary.

b. WATER SECTION

1. The development of potable water supplies for drinking and health purposes to a crash area where water services are disrupted.
2. The maintenance of water facilities to assure water flow for fire protection and the repair of water distribution and pumping facilities.

14. WELFARE SERVICES -- The Chief of the Welfare Services shall be the Parks and Recreation Director. Welfare Services are divided into the Welfare Section; the Mortician Section which is responsible for the burial and disposal of the dead; the Chaplain Section which provides spiritual assistance and guidance; the Volunteer Guidance Section which will coordinate volunteer and support activities. In non-war emergencies, the American Red Cross has primary responsibility to provide for the personal needs of individuals and families, and finances its own activities. It performs the emergency functions listed below, and will coordinate assistance by other participating agencies when necessary:

- a. The establishment and operation of emergency mass care centers, but will be responsible -- both financially and staffing -- for only those centers which they deem advisable to establish and man.
- b. The provision of emergency feeding, temporary lodging, and essential clothing for disaster victims in need, and for disaster workers when necessary.
- c. The provision of central registration, inquiry and welfare information, and coordination of death lists with the Coroner Service.
- d. The provision of a family rehabilitation and financial assistance program.
- e. The provision of supplementary medical, nursing, and health services when necessary.

15. CORONER SERVICE -- The County Coroner and his staff will utilize the mortuaries within the City of Burbank and such other facilities as necessary and will recover, collect, identify, and process the dead and their personal effects.

V. CONTROL AND COORDINATION

A. Service Chiefs will coordinate with other services and jurisdictions as required. Each Service Chief is responsible for the control of his own operations. Differences of opinion that cannot be resolved by the Service Chief concerned will be submitted to the Director of Civil Defense for decision.

VI. REPORTS

A. Each Service Chief will report to the Director when his service is organized and operations are under control of EOC, or in any case within 45 minutes after receiving alert notice. This report will be included in the Service Log.

B. Each Service Chief will maintain a Log of all messages and actions comprehensive enough to serve as a basis for an "After Action Report".

C. A brief situation report will be submitted by each Service Chief to the Director of Civil Defense every four hours for the first 24 hours. Reports will be submitted at 0400, 0800, 1200, 1800, and 2400 hours. A report will be submitted at 0800 each day after the first 24 hours covering the period 0001-2400 of the preceding day if the disaster is severe enough to last that long.

D. An "After Action Report" will be submitted within 14 days after the disaster has been declared ended. This report will cover all actions taken, accident and injury reports, effectiveness of operations, and recommendations for improvements in handling future disasters of this nature. Every means will be used to retain factual data for preparation of this report to include pictures and debriefing reports from personnel involved in accidents (to be approved first by Military Authorities in the case of Military aircraft.)

VII. LOGISTICS

A. Each Service Chief will provide for his own support in accordance with policies and laws governing commitment of public funds. Requirements for support beyond the capability or authority of the Service Chief will be submitted to the Director of Civil Defense for action.

B. An accounting of emergency expenditures will be kept separate from the normal day-to-day costs of government. This is essential for an accurate "After Action Report" and for State and Federal Assistance if required. Such reports will be submitted to the Chief of the Supply Services.

C. During a declared disaster, City funds may be committed without further Council action by the Director when in his opinion it is essential for the protection of life and property. Such actions will be confirmed by the City Council at the earliest opportunity.

APPENDIX 3

Earthquake Plan

Supplement to

City Emergency Operations Plan

I. SCOPE

A. PURPOSE

This Earthquake Plan is prepared in accordance with and as a supplement to the Civil Defense and Disaster Emergency Operations Plan of the City of Burbank. Its purpose is to insure that the loss of life, injury, and destruction of property due to the effects of an earthquake can be reduced to a minimum through adequate planning, training, and the implementation of such emergency programs as necessary. The objectives of this Earthquake Plan are to save lives, protect and assist the public, preserve property, and facilitate recovery.

This Plan will furnish guidance to all City departments concerned by defining their overall areas of assigned responsibility in dealing with the after-effects of an earthquake.

B. AUTHORITY

The authority for this Plan is derived from the Civil Defense and Disaster Emergency Operations Plan, revised July, 1969, and from the following legal sources:

1. U. S. GOVERNMENT

Federal Civil Defense Act of 1950 (PL 81-920), as amended.
Federal Disaster Act of 1950 (PL 81-875), as amended.
The National Plan for Emergency Preparedness.
Federal Civil Defense Guide, and related publications.

2. STATE OF CALIFORNIA

California Disaster Act (Chapter 1, Division 7 of Military and Veterans Code).

California Civil Defense and Disaster Plan, and supporting State service or functional Operations Plans.

Part Three of the above Statewide plan, which contains the above Act and related legal and official information, such as:

California Disaster and Civil Defense Master Mutual Aid Agreement.

. Disaster Service Workers: Workmen's Compensation Benefits, Section 1599.1 of the California Disaster Act and Division 4 of the Labor Code; Rules and Regulations of the California State Disaster Council for classification and registration.

Suggested local disaster proclamation forms.

Orders, Rules and Regulations promulgated by the Governor to take effect upon the existence of a State of Extreme Emergency as a result of enemy attack or warning that an enemy attack is probable or imminent.

3. COUNTY OF LOS ANGELES

County Disaster and Civil Defense Ordinance No. 5582, as amended.
Countywide Operational Area Emergency Operations Plan (interim).
County and Cities Disaster Relief Manual (Non-war emergencies).

4. CITY OF BURBANK

City Charter

Civil Defense and Disasters: Municipal Code, Articles 1-3,
Chapter 10, as amended July, 1969.

California Master Mutual Aid Agreement, Resolution No. 6575.

Disaster Service Workmen's Compensation, Resolution No. 3609.

Extreme Emergency County Operational Area, Resolution No. 14002.

Local Mutual Aid Agreements.

C. POLICY

If an earthquake strikes the City:

1. The Civil Defense and Disaster Organization will be activated, or partially activated, depending upon the intensity of such earthquake and the loss of life and damage to property.
2. The City's Emergency Operating Center will be activated and become the Control Point for disaster operations.
3. The administration and operation of each service is the responsibility of the Service Chiefs as defined in the Civil Defense and Disaster Emergency Operations Plan or as modified in this Earthquake Plan.
4. The evacuation of an area of the City and/or the destruction of an area is a command responsibility and no Service Chief shall exercise this responsibility.

This, however, does not preclude the Chief of the Fire Services from exercising his responsibilities for evacuation of people or destruction of property or facilities in the immediate fire area.

The ultimate responsibility for evacuation and destruction of an area as required rests with the Director of Civil Defense or his immediate subordinates.

II. MISSION

The mission of the Civil Defense Organization is to save lives and reduce loss of property. Earthquakes cannot be prevented, but hazards that are potentially dangerous during an earthquake can be eliminated. This will prevent and reduce loss of life, injury, and destruction of property.

A. Preventive measures are performed daily by City inspectors and by public information releases to:

1. Reduce building and utilities hazards.
2. Inform public of actions to be taken.

B. Corrective actions in case of disaster:

1. Search and rescue.
2. Evacuation and treatment of injured.
3. Suppression and/or containment of fires.
4. Restoration of utilities.
5. Inspection, marking, and evacuation of unsafe buildings.
6. Caring for and reuniting families.
7. Protection of property (looting) by preservation of law and order.
8. Restoration of sewage disposal.
9. Destruction of unsafe buildings and clearing debris.
10. Rebuilding and reconstruction.

III. PLANNING

A. ASSUMPTIONS:

1. There is no way to predict the time, place, or intensity of an earthquake; however, since the City of Burbank is between two major faults, earthquakes of various intensities will continue to be felt in the area.

The City of Burbank, not being situated directly on a fault, has not been subjected to severe damage during recent major earthquakes in the Los Angeles basin.

The San Gabriel and Sierra Madre faults have their confluence in the foothills near La Canada, and the Malibu and Inglewood faults join in the Hollywood Hills. Either of these has a direct bearing on the intensity and nature of a quake causing wide-spread damage to life and property within the City of Burbank, because of the inter-connections to the San Andreas fault.

2. The greatest danger to life, as well as the area of greatest potential damage or destruction, will be in the downtown area because of the age of the buildings. Destruction in the residential and industrial areas will be limited because of the relative newness of the buildings and strict enforcement of Building and Zoning Code provisions since World War II and the adoption of the Field Act since the 1933 earthquake.
3. Utilities; water, power, telephone, gas, and sewer will be disrupted.
4. There will be dead and injured in numbers greater than the normal hospital, ambulance, and morgue facilities can handle.
5. There will be homeless, hungry, and lost.
6. There will be dead and injured buried under collapsed buildings.
7. There will be fires in many areas simultaneously.
8. Normal traffic patterns will be disrupted.
9. There will be law enforcement problems such as trespassing and looting.

B. RESPONSIBILITIES:

The development of standard operating procedure and such other necessary plans as required is the responsibility of the Service Chief as defined in this Plan.

IV. OPERATION

A. ACTIVATION

1. The Civil Defense Director or his subordinates shall activate the Civil Defense Organization. Proclamation of a local disaster shall be issued by the City Council and/or Civil Defense Director.
2. The Civil Defense Director may activate the Civil Defense Organization as a whole or he may activate specific sections. Service Chiefs will be responsible for notifying members of their Services upon receipt of the alert notice.

B. AUTOMATIC ACTIONS

1. Upon activation of the Civil Defense Organization, the EOC will be opened and assigned personnel will report. All other members will report to their predesignated assembly points.
2. The message center will be opened and all emergency radio nets turned on. A record of all messages will be kept by the message center chief.
3. All City Mobile Units with radio transmitters will immediately report damage in their areas. All such reports will be furnished to the Operational Intelligence Services for evaluation and action. A copy of Fire Reports will be routed to the Fire Services.

C. EOC OPERATIONS

1. EOC will be staffed for 24 hour operation in accordance with established operating procedures.
2. Meals and sleeping facilities will not, repeat, will not be furnished. Off duty personnel will leave the center when their tour of duty is over.

D. MUTUAL AID

1. Mutual aid agreements in existence and such other reciprocal agreements for emergency service will be activated when required. Such other requests for assistance pursuant to these agreements from other governmental agencies will be cleared through the Director of Civil Defense or his deputy.
2. In addition to Mutual Aid available through other signatories of the California State Mutual Aid Pact, assistance is available from the State and Federal Agencies. Upon declaration of a "Local Disaster", Military, Public Health Service, and Bureau of Public Roads assistance is available. These services are expanded if a "Major Disaster" is declared by the Governor and/or President. Requests for assistance from these sources will be submitted to the Director of Civil Defense or his deputies.

E. AREA OF RESPONSIBILITY - SERVICES

Each Service Chief shall prepare such Supplementary Plans and Standard Operating Procedures as necessary to implement the overall Earthquake Plan. These Supplementary Plans and Standard Operating Procedures will include but are not necessarily limited to those responsibilities outlined as follows:

1. COMMUNICATIONS SERVICES. The Communications Officer, Burbank Police Department, is the Chief of this service.
 - a. The recruitment and training of sufficient Radio-Telephone Operators and maintenance technicians as required to man the Communications Center, assembly areas, mobile Communications Center, and such other locations as necessary.
 - b. The assignment of personnel, including the work schedules for Radio-Telephone Operators and other EOC personnel, except RACES (see NOTE: f.).
 - c. The acquisition and maintenance of radio-telephone equipment as required, including the mobile Communications Center and such other related equipment.
 - d. The Establishment of messenger services -- external and internal-- to maintain continuous communications between all City Departments.
 - e. The establishment of communications with adjacent communities and higher authorities.

NOTE: f. The activation and operation of the RACES net will be the responsibility of the Civil Defense Radio Officer. Because of the expanded field of coverage by this net, the additional information and intelligence gathering capability would be a vital element.

2. MANPOWER SERVICES. The Personnel Officer shall act as the Chief of this service. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan.
3. OPERATIONAL INTELLIGENCE SERVICES. The Senior Administrative Assistant shall act as the Chief of this service. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan in that it will gather, evaluate, and disseminate information pertaining to the extent of damage and loss of life caused by earthquake, and make such information available to the Director of Civil Defense or his immediate deputies.
4. PUBLIC INFORMATION SERVICES. The Chief of the Public Information Services shall be the Deputy Director of Civil Defense.
 - a. Keep the public informed as to its responsibilities and such other information and data as may be deemed appropriate by the Civil Defense Director.
 - b. The distribution and dissemination through appropriate local news media and by KBBQ tie-line from the EOC of information and data in order to keep the public informed.

- c. The establishment of necessary information centers to answer public inquiries, evaluate and analyze the nature of public reaction and attitudes pertaining to the disaster, and keep the Director of Civil Defense informed of all developments pertaining to public attitudes and reaction.
 - d. The establishment of an educational and training program for the general public aimed at the reduction of the loss of life and property, and of the proper steps the public should take during and after an earthquake emergency.
 - e. The assistance to the Service Chiefs in the preparation of news releases and other items.
5. SUPPLY SERVICES. The Chief of the Supply Services shall be the City Purchasing Administrator. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan, performing tasks in accordance with that Plan, and such other duties as may be prescribed.
6. VITAL RECORDS SERVICES. The Chief of the Vital Records Services shall be the City Clerk. This service shall function as prescribed in the Civil Defense and Disaster Emergency Operations Plan.
7. LAW ENFORCEMENT SERVICES. The Chief of the Law Enforcement Services shall be the Police Chief.
- a. The maintenance of law and order including crowd control and panic prevention.
 - b. The establishment of traffic control pertaining to the orderly flow of emergency vehicles and other related equipment.
 - c. The protection of lives and property and the prevention of looting.
 - d. The cooperation with other emergency services in critical areas by assisting these services in performing their assignments without undue interference from the general public.
 - e. The provision for the orderly movement of displaced persons to assigned welfare facilities.
 - f. The establishment of procedures for reporting structural damage, utility disruption, and fires.
 - g. The development of training programs and related activities for Auxiliary Police.

8. FIRE SERVICES. The Chief of the Fire Services shall be the Fire Chief.
 - a. The assignment of equipment and personnel in accordance with priorities as established by the Fire Chief.
 - b. The development of plans and procedures to reduce damage caused by fires resulting from earthquakes.
 - c. Prior to the incident, the indoctrination and education of the general public in fire protection and prevention methods and procedures to be taken by said public as a result of dangers inherent in earthquakes.
 - d. The furnishing of rescue equipment and related supplies and equipment as necessary.
 - e. The extinguishment and control of fires.
 - f. Assist Coroner.
9. BUILDING SAFETY SERVICES. The Chief of the Building Safety Services shall be the Building Superintendent.
 - a. The inspection of housing and temporary shelters for the general public.
 - b. The inspection of private and public buildings to determine structural soundness and whether such buildings are safe for occupancy.
 - c. The ordering of the demolition of unsafe buildings.
 - d. The supervision of the rehabilitation activities with reference to public and private buildings and related facilities.
(IMPORTANT: The final authority as to whether or not a public and/or private building is safe for occupancy or use will rest with the Building Superintendent. Before such building is closed to the public or ordered demolished by the Building Superintendent, the Director of Civil Defense shall be informed.)
10. MEDICAL SERVICES. The Chief of the Medical Services shall be a designated local physician.
 - a. Emergency medical care and treatment of sick and injured.
 - b. The designation of emergency medical facilities; including hospitals and first aid stations. (The medical Services will have first priority for the use of public facilities and private facilities for emergency medical centers.)

- c. The development of support programs for ancillary medical and dental personnel and equipment.
 - d. The maintenance of a continuous inventory of medical supplies and related equipment and the storage of such supplies and equipment at locations designated by the Chief of the Medical Services.
 - e. The development of programs for the use of volunteers to assist the medical personnel in the performance of their primary functions.
 - f. The development of programs to assure effective coordination between Medical Services and the Public Health Services in order to maintain a high degree of public sanitation.
 - g. Assist Coroner.
11. PUBLIC HEALTH SERVICES. The District County Health Officer is the Chief of the Public Health Services.
- a. The acquisition, storage, and maintenance of necessary public health equipment and supplies.
 - b. Programs and procedures to be instigated to maintain a proper level of environmental sanitation within the community.
 - c. The restoration and development of programs to assure the availability of pure water in accordance with accepted public health standards.
 - d. Assist Coroner.
12. ENGINEERING SERVICES. The Director of Public Works shall be the Chief of the Engineering Services. The Engineering Services also includes the Transportation Section.
- a. ENGINEERING -- General.
 - 1. The maintenance of duplicate copies of appropriate maps and drawings, surveys and related materials pertaining to engineering and public works facilities, and related communication lines and equipment.
 - 2. Damage Services -- Debris clearance, emergency repair, sanitation and refuse control.

3. The destruction and demolition of private and public facilities upon approval of the Chief of the Building Safety Services.
4. The organization of light and heavy duty search and rescue teams, and the acquisition and storage of the necessary supplies and equipment required by these teams.
5. The accomplishment of temporary repair or construction of essential public or emergency facilities.
6. The posting or barricading of dangerous areas.
7. The repair of main roadways, streets, culverts, and sewers, and the construction of emergency bypasses or temporary roads when necessary.
8. The performance of heavy rescue and salvage operations and the provision of emergency services, personnel and equipment to support other services.

b. TRANSPORTATION SECTION.

1. The organization, maintenance, and assignment of emergency vehicles except those of Law Enforcement and Fire Services.
2. The development of supplemental sources of transportation and other types of equipment as necessary.

13. PUBLIC UTILITIES SERVICES. The General Manager of the Public Service Department is Chief, Utilities Services.

a. UTILITY SERVICES - General.

1. The maintenance and restoration of electrical, gas, and water services.
2. The coordination of the employment of utility personnel, equipment, and materials.
3. The advisement on utility matters and the recommendation of local measures to curtail public use when and if necessary.

b. WATER SECTION.

1. The development of potable water supplies for drinking and health purposes.
2. The maintenance of water facilities to assure water flow for fire protection and the repair of water distribution and pumping facilities.
3. The coordination and assistance to the Public Health Services to assure the purity of water.

14. WELFARE SERVICES. The Chief of the Welfare Services shall be the Parks and Recreation Director. Welfare Services are divided into the Welfare Section; the Mortician Section which is responsible for the burial and disposal of the dead; the Chaplain Section which provides spiritual assistance and guidance; and the Volunteer Guidance Section which will coordinate volunteer and support activities.

In non-war emergencies, the American Red Cross has primary responsibility to provide for the personal needs of individuals and families, and finances its own activities. It performs the emergency functions listed below, and will coordinate assistance by other participating agencies when necessary:

- a. The establishment and operation of emergency mass care centers, but will be responsible -- both financially and staffing -- for only those centers which they deem advisable to establish and man.
 - b. The provision of emergency feeding, temporary lodging, and essential clothing for disaster victims in need, and for disaster workers when necessary.
 - c. The provision of central registration, inquiry and welfare information, and coordination of death lists with the Coroner Service.
 - d. The provision of a family rehabilitation and financial assistance program.
 - e. The provision of supplementary medical, nursing, and health services when necessary.
15. CORONER SERVICES. The County Coroner and his staff will utilize the mortuaries within the City of Burbank and such other facilities as necessary.
- a. The recovery, collection, identification, and processing of the dead and their personal effects.

V. CONTROL AND COORDINATION

- A. Service Chiefs will coordinate with other services and jurisdictions as required. Each Service Chief is responsible for the control of his own operations. Differences of opinion that cannot be resolved by the Service Chiefs concerned will be submitted to the Director of Civil Defense for decision.

VI. REPORTS

- A. Each Service Chief will report to the Director when his Service is organized and operations are under control of EOC, or in any case within 45 minutes after receiving alert notice. This report will be included in the Services Log.

- B. Each Service Chief will maintain a Log of all messages and actions comprehensive enough to serve as a basis for an "After Action Report".
- C. A brief situation report will be submitted by each Service Chief to the Director of Civil Defense every four hours for the first 24 hours. Reports will be submitted at 0400, 0800, 1200, 1600, 2000, and 2400 hours. A report will be submitted at 0800 each day after the first 24 hours covering the period 0001-2400 of the preceding day.
- D. An "After Action Report" will be submitted within 14 days after the disaster has been declared ended. This report will cover all actions taken, accident and injury reports, effectiveness of operations, and recommendations for improvements in handling future disasters. Every means will be used to retain factual data for preparation of this report to include pictures and debriefing reports from personnel involved in accidents.

VII. LOGISTICS

- A. Each Service Chief will provide for his own support in accordance with policies and laws governing commitment of public funds. Requirements for support beyond the capability or authority of the Service Chief will be submitted to the Director of Civil Defense for action.
- B. An accounting of emergency expenditures will be kept separate from the normal day to day costs of government. This is essential for an accurate "After Action Report" and for State and Federal Assistance, if required. Such reports will be submitted to the Chief of the Supply Services.
- C. During a declared disaster, City funds may be committed without further Council action by the Director when in his opinion it is essential for the protection of life and property. Such actions will be confirmed by the City Council at the earliest opportunity.
- D. LOCAL REFERENCES

1. American Red Cross, Burbank Chapter, 1001 W. Magnolia, Burbank.
2. Los Angeles County Social Services District, 18040 Sherman Way, Reseda.
3. Los Angeles County Health Center, 1101 W. Magnolia, Burbank.
4. Los Angeles County Medical Association, Disaster Medical Care, 1925 Wilshire Boulevard, Los Angeles.
5. Human Resources Development (State Employment), 11308 Weddington, North Hollywood.

EARTHQUAKE RULES

1. KEEP CALM - DO NOT RUN OR PANIC.
2. REMAIN WHERE YOU ARE; INDOORS OR OUTDOORS.
3. IF INDOORS, STAY INDOORS. Take cover under desk, table, or bench, or in doorways, halls, or against inside walls. Stay away from glass windows or skylights. Do not run outdoors! You may be hit by falling debris or live electrical wires.
4. IF OUTDOORS, GET AWAY FROM BUILDINGS. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
5. DO NOT RUN THROUGH, OR OUTSIDE BUILDINGS. The great point of danger is just outside doorways and close to outer walls.
6. IF AT HOME, TURN OFF THE UTILITIES as if you were leaving the house for the day.
7. IF UTILITIES ARE DAMAGED:
 - A. GAS:
 - (1) Inspect for leaky pipes - BY SMELL ONLY. Do not use candles, matches, or other open flames.
 - (2) If you smell gas:
 - (a) Open all windows and doors so the gas can escape. If you know how, shut off the main valve at your meter. Leave the house immediately and notify authorities of the gas leak.
 - (b) Remember to give the exact location.
 - (c) Do not re-enter the house until a representative of the gas company arrives and make repairs or tells you it is safe.
 - B. WATER:

If pipes are broken inside the house, shut off the main valve on the pipe which brings the water into the house.
 - C. ELECTRICITY:

If the house is properly wired, trouble is very unlikely. If there is a short circuit turn off the electricity at the meter box.
8. TURN ON YOUR RADIO OR T. V. Do not use the telephone, except to report emergencies.
9. DO NOT! DO NOT! DO NOT GO SIGHTSEEING!

REMEMBER - PANIC ACTION KILLS AND INJURES MORE PEOPLE THAN THE DIRECT RESULTS OF THE QUAKE.



C124881855

EMERGENCY RULES

1. KEEP CALM - DO NOT PANIC
2. REMAIN WHERE YOU ARE; DO NOT MOVE UNLESS INSTRUCTED
3. IF INDOORS, STAY THERE Take cover under desk, table, or bench, or in doorway, or against inside wall. Stay away from glass windows or skylights. Do not run outdoors. You may be hit by falling debris or live electrical wires.
4. IF OUTDOORS, GET AWAY FROM BUILDINGS Do not climb trees and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
5. DO NOT RUN THROUGH OR OUTSIDE BUILDINGS The great point of danger is just outside doorway and along in outer walls.
6. IF AT HOME, TURN OFF THE UTILITY as if you were leaving the house for the day.
7. IF UTILITY ARE DAMAGED:
 - A. Gas:
 - (1) Inspect for leaky pipes - in small room. Do not use candles, matches, or other open flames.
 - (2) If you smell gas:
 - (a) Open all windows and doors so the gas can escape. If you know how, shut off the gas valve on your meter. Leave the house immediately and notify authorities of the gas leak.
 - (b) Remember to give the exact location.
 - (c) Do not re-enter the house until a representative of the gas company arrives and says it is safe to do so.
 - B. Water:

If pipes are broken inside the house, shut off the main valve on the plus which brings the water into the house.
 - C. Electricity:

If the house is heavily wired, it could be very unlikely. If there is a short circuit, turn off the electricity at the meter box.
8. THEN ON YOUR WAY TO T.V. DO NOT USE THE ELEVATOR, UNLESS TO REPORT
9. DO NOT, DO NOT, DO NOT USE ELEVATORS
10. REMEMBER - FAST ACTION SILENCE AND QUIETNESS ARE THE MOST IMPORTANT